

March 7, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

STATUS UPDATE ON OFFICE OF AIDS PROGRAMS AND POLICY MANAGEMENT REVIEW

On November 19, 2002, on a motion by Supervisor Knabe, your Board instructed my office to conduct, within 90 days, a management review of the Office of AIDS Programs and Policy (OAPP), including comparisons to the administration of other categorical public health programs to determine the appropriateness of the current organizational structure of the OAPP staffing levels and appropriations, span of control issues and reporting responsibilities.

This is to advise your Board that, in completing that review, we will be executing a services agreement with a consultant possessing the necessary expertise in management and organizational structures. My office is continuing to work with Department of Human Resources and Auditor-Controller staff in developing the scope of work for the agreement and the evaluation criteria for selecting this consultant. We expect to complete the selection process by the end of this month. Based on prior experience with management consultant reviews, we anticipate the consultant may require up to an additional six months to conduct this management review.

If you have questions or need additional information, please call me or your staff may contact Gregory Polk of my staff at (213) 974-1791.

DEJ:DIL
SAS:GP:bjs

c: Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
Director, Department of Health Services
Director of Personnel

oapp policy mgmt rev.mbs